

# NeT Quick Start - Regulated Community (RC)

## ACCOUNT SETUP:

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## WORK WITH MyCDX PROFILE SETTINGS:

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- Certifier/DARC: Paper Electronic Signature Agreement – [Click Here \(P. 14\)](#)

## PREPARE FORMS:

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- Add Attachment (Not applicable to Annual Report) – [Click Here \(P. 24\)](#)
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## COMPUTER SETUP:

- Check Internet Browser Version and Settings – [Click Here \(P. 35\)](#)
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## Login to CDX or Register with CDX from the MSGP Electronic Reporting Webpage

**Note:** If you already have a CDX account *and* access to the MSGP dataflow, [Click Here \(P. 16\)](#) to skip the setup instructions.

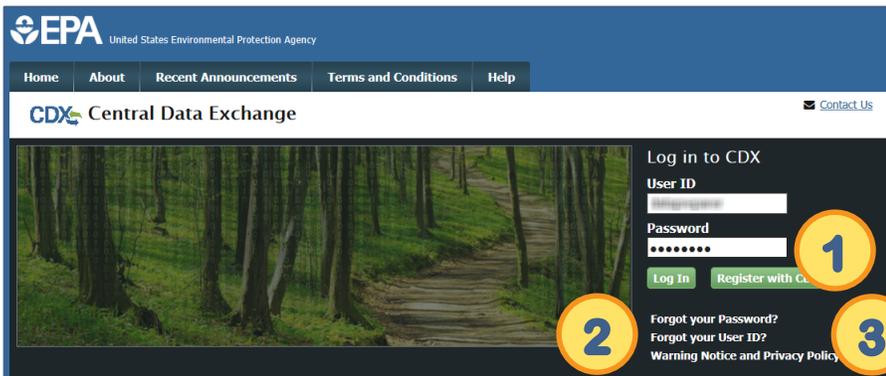
1. Access EPA's Electronic Multi-Sector General Permit Notice of Intent (eNOI) Home Page at <http://www2.epa.gov/national-pollutant-discharge-elimination-system-mpdes/stormwater-discharges-industrial-activities#ereporting>.
2. Select the Central Data Exchange (CDX) registration shortcut link that corresponds to whether you are a new CDX user, or an existing CDX user:
3. New user link: <https://cdx.epa.gov/RegistrationRequest?Dataflow=NETEPAMSGP>
4. Existing user link: <https://cdx.epa.gov/RegistrationRequest/ConfirmAccount?Dataflow=NETEPAMSGP>
5. New CDX users: Skip to p. 4 of this guide for additional account set-up instructions.
6. Existing CDX users: Log in to existing account and skip to p. 4 of this guide for additional account set-up
7. You can alternatively set up your account directly at <https://cdx.epa.gov/>. See p. 4 of this guide for instructions.

**Note:** You must choose one of the following 3 roles for your NeT-MSGP CDX account:

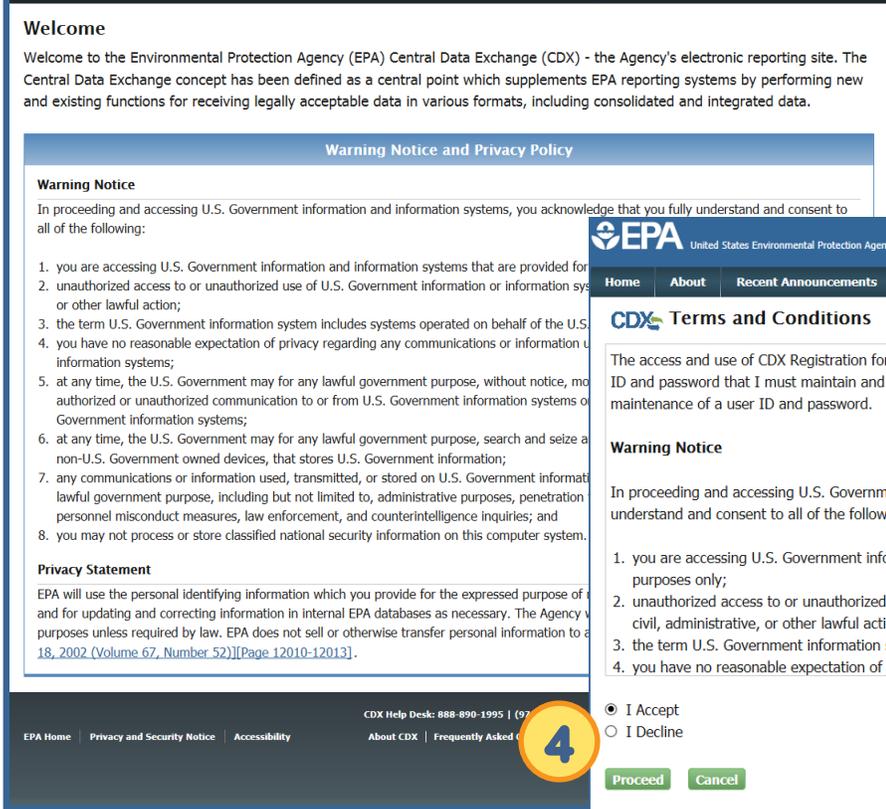
1. **Certifier:** Can prepare, sign and submit all forms in NeT-MSGP. In accordance with EPA's regulations (at 40 CFR 122.22(a)), a user with the Certifier role must be a "responsible corporate officer" (for a corporation), "a general partner or proprietor" (for a partnership or sole proprietorship) or "a principal executive officer or ranking elected official" (for a municipality, state, federal or other public agency). **This role cannot be delegated.**
2. **Duly Authorized Representative of Certifier:** Can prepare all forms in NeT-MSGP on behalf of the Certifier at the facility, and can sign and submit annual report forms, **but is not authorized by EPA's regulations to sign and submit NOIs or NOTs.** (NOIs and NOTs must be signed and certified by a Certifier.) Note that a Duly Authorized Representative of Certifier account must be "sponsored" by a CDX account registered with the Certifier role.
3. **Preparer:** Can prepare all forms in NeT-MSGP on behalf of the Certifier or Duly Authorized Representative of Certifier at the facility, **but is not authorized by EPA's regulations to sign and submit any forms.** (NOIs prepared by a Preparer must be routed to a Certifier; annual reports prepared by a Preparer must be routed to a Certifier or a Duly Authorized Representative of Certifier.)

## Login to CDX or Register with CDX from the CDX Homepage

1. At the CDX homepage (<https://cdx.epa.gov/>), if you already have an account, type your username and password.
2. Click on **Log In** and skip to the next page.
3. If you need to create an account, click the **Register with CDX** button.
4. Read the CDX Terms and Conditions. If you agree, select **I Accept** and click the **Proceed** button.



**TIP:** If you forget your CDX Password or User ID, click the appropriate link on the CDX homepage and follow the instructions. Contact the CDX Help Desk for further assistance if needed.



New to CDX? Click on <https://dev.epacdx.net/About/UserGuide> to access the online version of the CDX Registration User Guide.

## Request Role Access

1. If you are a Preparer, your Role will already be selected. Skip to the next page.
2. If you are a Certifier or a Duly Authorized Representative of Certifier (DARC), your Role will be displayed. Select the state where your organization is located from the drop-down list and click on Request Role Access.

1. Program Service ✓ 2. Role Access 3. User and Organization 4. Confirmation

Registration Information	
Program Service	NeT - EPA NPDES Stormwater Industrial Multi-Sector General Permit
Role	Not selected

Select a role from the drop down list and provide any required additional information, if applicable. Any role issues will display in the status below.

**Certifier:** In NeT, the Certifier role can prepare, sign, and submit all forms under the MSGP, including the NOI, Annual Report, and NOT. In accordance with EPA's regulations at 40 CFR 122.22(a), the person registered as a Certifier in CDX must be one of the following at the facility: a "responsible corporate officer" (for a corporation), "a general partner or proprietor" (for a partnership or sole proprietorship), or "a principle executive officer or ranking elected official" (for a municipality, State, Federal, or other public agency). The Certifier cannot delegate the responsibility to sign the NOI or NOT to a less senior "authorized representative" (i.e., the Duly Authorized Representative of the Certifier and the Preparer cannot sign and submit the NOI or NOT). However, the Certifier can delegate signing authority to a "Duly Authorized Representative" for Annual Reports.

2 Select Role

State \*

1. Program Service ✓ 2. Role Access 3. User and Organization 4. Confirmation

Registration Information	
Program Service	NeT - EPA NPDES Stormwater Industrial Multi-Sector General Permit
Role	Not selected

Select a role from the drop down list and provide any required additional information, if applicable. Any role issues will display in the status below.

**Duly Authorized Representative of Certifier:** In NeT, the Duly Authorized Representative of Certifier role can prepare all forms under the MSGP on behalf of the Certifier at the facility, and can sign and submit Annual Report forms, but is not authorized by EPA's regulations to sign and submit NOIs or NOTs. NOIs and NOTs must be signed and certified by the Certifier. In accordance with EPA's regulations at 40 CFR 122.22(a), the Duly Authorized Representative of Certifier role must be a "duly authorized representative" of the Certifier. Note that a Duly Authorized Representative of Certifier account must be "sponsored" by a CDX account registered with the Certifier role in order for a Duly Authorized Representative of Certifier account to become active in NeT.

2 Select Role

State \*

## Request Role Access (continued)

3. Select your organization/company from the drop-down list and click on **Submit Request for Access**. Wait for the message to appear indicating that the program service was successfully added.
4. If your organization is not listed in the drop-down, to issue a request to add: click on the option to **Request to Add an Organization** and click on **Submit Request for Access**.
5. Enter your organization/company name or organization ID and click on **Search**.
6. Click on your organization ID, re-enter your email address, and phone number. Click on **Submit Request for Access**. Wait for the message to appear indicating that the program service was successfully added.
7. If you are a Preparer, your account setup is complete. [Click Here \(P. 16\)](#) to skip the remaining setup instructions.

**CDX Edit Account Profile** Contact Us  
Logged in as XXXXXXXXXX (Log out)

1. Program Service ✓ 2. Role Access ✓ 3. Organization Information

Registration Information	Registration Information																		
<b>Program Service</b> NeT - EPA NPDES Stormwater Industrial Multi-Sector General Permit <b>Role</b> Preparer	<b>Program Service</b> NeT - EPA NPDES Stormwater Industrial Multi-Sector General Permit <b>Role</b> Preparer																		
<input checked="" type="radio"/> <b>Select a Current Organization</b> <input type="radio"/> <b>Request to Add an Organization</b> Select an organization from the dropdown list. INC (123 MAIN ST., MCLEAN, VA, US 22180) <input type="button" value="Submit Request for Access"/>	<input type="radio"/> <b>Select a Current Organization</b> <input checked="" type="radio"/> <b>Request to Add an Organization</b> Search for your organization using the text box below. You may search by entering the Organization Name or the Organization ID. east <input type="button" value="Search"/> <table border="1"> <thead> <tr> <th>Organization ID</th> <th>Organization Name</th> <th>Address</th> <th>City</th> <th>State</th> <th>ZIP Code</th> </tr> </thead> <tbody> <tr> <td><a href="#">20065</a></td> <td>EASTERN TECHNOLOGIE S INC.</td> <td>P O BOX 269, NEW MORGANTOWN PA, US 17721</td> <td>MORGANTOWN</td> <td>PA</td> <td>19543</td> </tr> <tr> <td><a href="#">17721</a></td> <td>Atlantic Southeast</td> <td>123 Main Street</td> <td>Atlanta</td> <td>GA</td> <td>30232</td> </tr> </tbody> </table> Can't find your organization? <a href="#">Use advanced search</a> or <a href="#">request that we add your organization</a> .	Organization ID	Organization Name	Address	City	State	ZIP Code	<a href="#">20065</a>	EASTERN TECHNOLOGIE S INC.	P O BOX 269, NEW MORGANTOWN PA, US 17721	MORGANTOWN	PA	19543	<a href="#">17721</a>	Atlantic Southeast	123 Main Street	Atlanta	GA	30232
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**CDX Edit Account Profile** Contact Us  
Logged in as XXXXXXXXXX (Log out)

1. Program Service ✓ 2. Role Access ✓ 3. Organization Information

Registration Information
<b>Program Service</b> NeT - EPA NPDES Stormwater Industrial Multi-Sector General Permit <b>Role</b> Preparer
<input type="radio"/> <b>Select a Current Organization</b> <input checked="" type="radio"/> <b>Request to Add an Organization</b> EASTERN TECHNOLOGIES INC. P O BOX 269, NEW MORGANTOWN PA, US 17721 MORGANTOWN, PA, US 19543 <b>Email *</b> <input type="text" value="XXXXXXXXXX@yahoo X"/> <b>Re-enter Email *</b> <input type="text"/> <b>Phone Number *</b> (703) <input type="text" value="XXXXXXXX"/> <b>Phone Number Ext</b> <input type="text"/> <b>Fax Number</b> <input type="text"/> Wrong organization information? <a href="#">Back to Search Results</a> , <a href="#">Use advanced search</a> or <a href="#">request that we add your organization</a> . <input type="button" value="Submit Request for Access"/>

## Duly Authorized Representative of Certifier (DARC): Request Sponsorship

1. If you are a Duly Authorized Representative of a Certifier, you must request Sponsorship. Enter the email address of the Certifier who is sponsoring you and click on **Submit**.
2. Verify the email address and click on **Submit**.
3. Confirm the email address by re-entering it and clicking on **Confirm**.

**EPA** United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

**CDX** Central Data Exchange [Contact Us](#)  
Logged in as MORETHANSEVEN ([Log out](#))

You are here: [MyCDX](#) » [Manage Program Services](#) » Request Sponsorships

### Role Sponsorship

The asterisk (\*) denotes a required field.

**Sponsor Information**

This role request requires sponsorship. Please provide the email address of the user you wish to sponsor you.

**Note:** This person will review your profile information in order to sponsor you. If the user does not already exist in CDX, you can either try a different email address or invite the new user to create a CDX account.

Email \*

**EPA** United States Environmental Protection Agency

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Logged in as MORETHANSEVEN ([Log out](#))

You are here: [MyCDX](#) » [Manage Program Services](#) » Request Sponsorships

### Role Sponsorship Review

**Registration Information**

Organization	Booz
Program Service	NeT - EPA NPDES Stormwater Industrial Multi-Sector General Permit
Email	e_certifier@yahoo.com

Yes, the provided email address is correct.  
 No, the provided email address is incorrect and must be updated.

CDX Help Desk: 888-890-  
EPA Home | Privacy and Security Notice | Accessibility | About CDX | Frequently

**Email Confirmation**  
Please confirm the provided email address before sending the invitation.

Email \*  
e\_certifier@yahoo.com

Confirm Email \*

## Duly Authorized Representative of Certifier (DARC): Request Sponsorship (continued)

4. A CDX page confirming request for sponsorship will be displayed.

The screenshot shows the EPA CDX Central Data Exchange interface. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is the CDX logo and the text 'Central Data Exchange'. A user is logged in as 'MORETHANSEVEN'. A green notification banner with a yellow circle containing the number '4' states: 'Sponsorship request sent to e\_certifier@yahoo.com.' Below the notification is a 'Services' table with columns for Status, Program Service Name, and Role. The table contains one row: 'NETEPAMSGP: NeT - EPA NPDES Stormwater Industrial Multi-Sector General Permit' with the role 'Duly Authorized Representative of Certifier'. To the right of the table are sections for 'CDX Service Availability' (with a link to 'See the status for all program services') and 'News and Updates' (stating 'No news/updates.'). At the bottom of the main content area are buttons for 'Add Program Service' and 'Manage Your Program Services'. The footer contains EPA contact information and the agency logo.

Status	Program Service Name	Role
	NETEPAMSGP: NeT - EPA NPDES Stormwater Industrial Multi-Sector General Permit	Duly Authorized Representative of Certifier

The certifier will receive an email informing them that sponsorship has been requested. Once approved, the DARC will be notified.

## Certifiers/DARCs: Electronic Signature Agreement and Identity Proofing

1. If you are a Certifier or Duly Authorized Representative of a Certifier, to complete your registration, verify your Organization information, enter your Job Title, and click on Next.
2. Verify your First and Last Name, mark the checkbox that you have reviewed the information, and click on Proceed to Verification.
3. Click on OK to proceed to the Lexis Nexis verification.

CDX Home About CDX Recent Announcements Terms and Conditions FAQs Help Logged in as MSGPCERTIFIER (Log out)

### Core CDX Registration

Contact Us Last Login: 9/2/2014 11:26:11 AM

1. Request Program Service 2. Request Role Access 3. Provide User and Organization Information 4. Confirmation

#### Registration Information

Organization: Kadish Testing (1 234, snow, WA, US 22222) ← Your Organization Name 1

Program Service: NeT - EPA NPDES Stormwater Industrial Multi-Sector General Permit

Role: Certifier

Enter your Job Title \*

Next

CDX Home About CDX Recent Announcements Terms and Conditions FAQs Help Logged in as MSGPCERTIFIER (Log out)

### CDX Registration: Additional Verification

Contact Us Last Login: 9/2/2014 11:26:11 AM

1. Identity Verification 2. Electronic Signature Agreement

The program you are registering for requires additional proof of identity. Your options are to use LexisNexis®, an independent 3rd-Party electronic identity proofing service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency.

**Note:** By clicking [Proceed to Verification] you understand the service is voluntary and that you are validating personally identifying information including the last 4 digits of SSN against a 3rd-Party service LexisNexis®, which will return evidence of validation of your personally identifying information back to the U.S. Environmental Protection Agency. The U.S. EPA will not collect or retain sensitive, personally identifying information such as your Social Security Number (SSN); however, EPA will receive evidence of identity validation which may be used to identify you for legal purposes.

You may sign the paper form if you do not want to use the automatic verification process.

**Note:** You will receive a limited number of attempts to complete identity verification. Please review all personal information carefully prior to submitting. If you need to modify the personal information listed below, please contact the CDX Help Desk.

First Name:  
Last Name:

I have reviewed the name presented above and I want to proceed with LexisNexis. Additional LexisNexis Identity Proofing Guidance

Proceed to Verification Cancel 2

Next Step is Electronic Identity Proofing through Lexis Nexis.

Please click "OK" to perform identity verification conducted by LexisNexis® on behalf of the US Environmental Protection Agency.

Canceling this process may require additional information be mailed to the US Environmental Protection Agency in order to continue your CDX registration process.

3 OK Cancel

LexisNexis® Privacy Policy

## Certifiers/DARCs: Electronic Signature Agreement and Identity Proofing (continued)

4. Enter all required information, double check entries for accuracy, and click on Submit.
5. At the Lexis Nexis Thank You page, click on OK.

LexisNexis Verification for EPA - Google Chrome  
LexisNexis Risk Solutions FL Inc. [US] https://secure.accurint.com/app/bps/epa

**LexisNexis** | Verification for EPA

\* Required Fields

Authorized Representative

Last Name \*      First Name \*      Middle Name

SSN (Last 4) \*

Home Address \*

Home City \*      Home State \*      Home Zip \*

Home Phone      Date of Birth \*  
MM/DD/YYYY

**4**

**TIP: Before selecting submit, double check your information to ensure a successful submission.**

Submit      Cancel

Copyright © 2014 LexisNexis. All rights Reserved. [Terms & Conditions](#) | [Privacy & Security](#)

Verification Confirmation - Google Chrome  
LexisNexis Risk Solutions FL Inc. [US] https://secure.accurint.com/app/bps/epa

**LexisNexis** | Verification for EPA

Thank you for completing the LexisNexis verification process on behalf of the U.S. Environmental Protection Agency.

Please click the "OK" button below or close this window to return to CDX to continue

**5**      Ok

## Certifiers/DARCs: Electronic Signature Agreement and Identity Proofing (continued)

6. Click on **Continue** at the Lexis Nexis Results screen.
7. Select your 5 challenge questions, enter the appropriate answers, and click on **Save Answers**.

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### CDX Registration: Additional Verification

Contact Us  
Last Login: 9/2/2014 11:26:11 AM

LexisNexis® Results

1. Identity Verification 2. Electronic Signature Agreement

Please click Continue to complete registration.

Continue 6

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### Central Data Exchange

Contact Us  
Last Login: 9/2/2014 11:26:11 AM

#### CDX Registration: Additional Verification

1. Identity Verification 2. Electronic Signature Agreement

**This is the only verification of a successful Lexis Nexis submission**

You are registered for a program that requires eSignature PIN Verification. Please select five (5) challenge questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

Select 5 Challenge Questions and Answers

Save Answers 7

## Certifiers/DARCs: Electronic Signature Agreement and Identity Proofing (continued)

8. At the Electronic Signature Agreement (ESA) screen, click on **Sign Electronically**.
9. Click on **Accept** if you attest to the accuracy and completeness of provided information.

**CDX Registration: Additional Verification** Contact Us  
Last Login: 9/2/2014 11:26:11 AM

1. Identity Verification    2. **Electronic Signature Agreement**

**Electronic Signature Agreement**

The electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the ESA please contact the [CDX Help Desk](#).

**U.S. Environmental Protection Agency  
 OECA NPDES e-Reporting Tool  
 Electronic Signature Agreement**

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

**Electronic Signature Holder Company Information**

Organization Name	This will show all the information you previously provided during the Registration Process
Address	
City, State, Zip	
Province	
Country	
Phone Number	
E-mail Address	
Registrant's Name	
CDX User Name	

**Sign Electronically**   **Cancel**   8

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

9   **Accept**   **Decline**



## Certifiers/DARCs: Electronic Signature Agreement and Identity Proofing (continued)

- 10. Enter your password at the eSignature Widget page to log into CDX and click on **Login**.
- 11. Enter the answer to the secret question and click on **Answer**.
- 12. Click on **Sign** once the system has verified the answer to the secret question.

eSignature Widget

1. Log in to CDX

User:

Password:

.....

Login

10

eSignature Widget

1. Log in to CDX

User:

Password:

.....

Welcome

2. Answer Secret Question

Question:

Where did you graduate from high school?

Answer:

school

Answer

11

eSignature Widget

1. Log in to CDX

User:

Password:

.....

Welcome

2. Answer Secret Question

Question:

Where did you graduate from high school?

Answer:

school

Correct Answer

3. Sign File

Sign

12



## Certifiers/DARCs: Electronic Signature Agreement and Identity Proofing (continued)

13.A CDX page with a link to the role you registered for will be displayed.

Central Data Exchange Contact Us  
Last Login: 9/2/2014 11:26:11 AM

MyCDX | Inbox | My Profile | Role Sponsorship | Submission History

**Services** **News and Updates**

Manage Your Program Services No news/updates.

Status	Program Service Name	Role(s)
	NETEPAMSGP: NeT - EPA NPDES Stormwater Industrial Multi-Sector General Permit	<b>Certifier</b>

[Add Program Service](#)

**You have the certifier role and are ready to report your data.**

If the LexisNexis authentication fails or the user chooses not to submit their information to Lexis Nexis, a NeT Paper Electronic Signature Agreement is required: The user will be required to read the NeT Paper Electronic Signature Agreement. Once the user has reviewed and understands the terms of the agreement, they will click the *Sign Paper Form* button at the bottom of the screen. The user will then be presented with a pop-up screen allowing them to print the document. Certifier and DARC users will be required to print, sign and mail-in the original signed copy of the NeT Paper Electronic Signature Agreement to the Regulatory Authority at the address specified at the bottom of the signature agreement.

## Certifiers/DARCs: Work with the Paper Electronic Signature Agreement

1. Click on Sign Paper Form.
2. Click on Print to Mail to print the form for mailing, and then click on Close.

The screenshot shows the EPA CDX registration interface. The user is logged in as CDX\_CERTIFIER\_MSGP. The page title is "CDX Registration: Additional Verification". The current step is "2. Electronic Signature Agreement". The page contains a "Paper CDX Electronic Signature Agreement" section with a table of company information for BOOZ ALLEN. At the bottom left, a yellow circle with the number "1" highlights the "Sign Paper Form" button.

**U.S. Environmental Protection Agency  
OECA NPDES e-Reporting Tool  
Electronic Signature Agreement**

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

**Electronic Signature Holder Company Information**

Organization Name	BOOZ ALLEN
Address	13500 WOODLAND PARK
City, State, Zip	HERNDON, VA 20171
Province	
Country	US
Phone Number	(301) 908-7646
E-mail Address	cdx.certifier.msgp@gmail.com
Registrant's Name	Mr CDX Certifier

Sign Paper Form Cancel

1

The screenshot shows the same EPA CDX registration interface. The user is logged in as CDX\_CERTIFIER\_MSGP. The page title is "CDX Registration: Additional Verification". The current step is "2. Electronic Signature Agreement". The page contains a "Paper CDX Electronic Signature Agreement" section with a table of company information for BOOZ ALLEN. At the bottom left, a yellow circle with the number "2" highlights the "Print to Mail" button.

**U.S. Environmental Protection Agency  
OECA NPDES e-Reporting Tool  
Electronic Signature Agreement**

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

**Electronic Signature Holder Company Information**

Organization Name	BOOZ ALLEN
Address	13500 WOODLAND PARK
City, State, Zip	HERNDON, VA 20171
Province	
Country	US

Print to Mail Close

2

## Certifiers/DARCs: Work with the Paper Electronic Signature Agreement (continued)

- The user will receive an email once the Sign Paper Form button is clicked with the following statement:

*You have successfully created an account with EPA Central Data Exchange (CDX). You will be notified by e-mail when the account has been activated. CDX Registration Homepage <https://cdx.epa.gov>*

- If a paper form is submitted, until the Regulatory Authority approves the official signed copy of NeT Paper Electronic Signature Agreement, the status of the role and Program Service will be Awaiting Approval. If the user hovers their mouse over the icon in the Status column they will see the status.

The screenshot shows the EPA Central Data Exchange (CDX) user interface. The page header includes the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below the header, there are tabs for MyCDX, Inbox, My Profile, and Submission History. The main content area features a 'Services' table with columns for Status, Program Service Name, and Role. A red box highlights a status icon in the first row. To the right of the table is a 'News and Updates' section with the text 'No news/updates.' At the bottom of the page, there is a footer with contact information and the EPA logo.

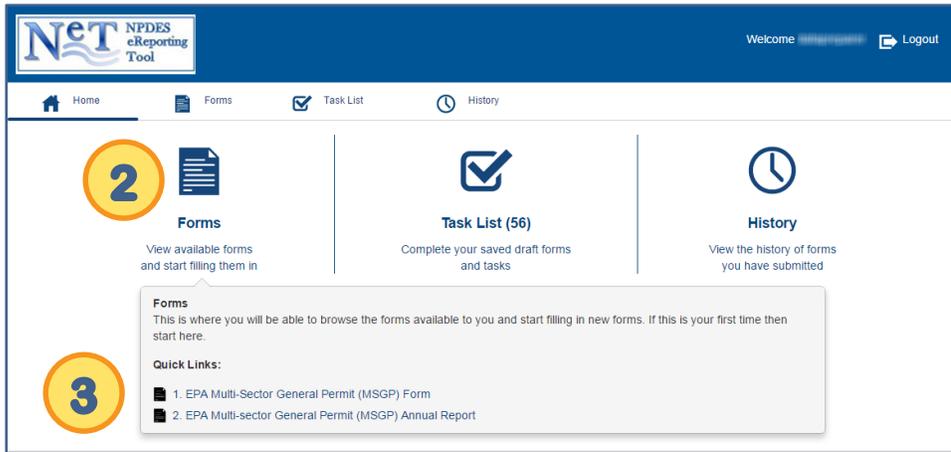
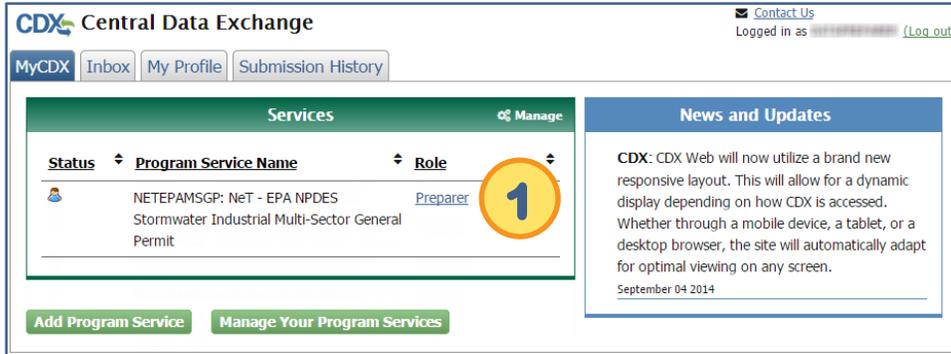
Status	Program Service Name	Role
	NETEPAMSGP-BT: NeT - EPA NPDES Stormwater Industrial Multi-Sector General Permit - BT	Certifier

The user will receive an email informing them that they have successfully created an account, and they will be notified once the account is activated.

Once the Regulatory Authority has received and approved the official signed copy of the NeT Paper Electronic Signature Agreement, they will login to CDX and approve the new Certifier or DARC user account. The CDX system will then notify the user that the Certifier or DARC account is now available for use.

## Access the NeT Portal

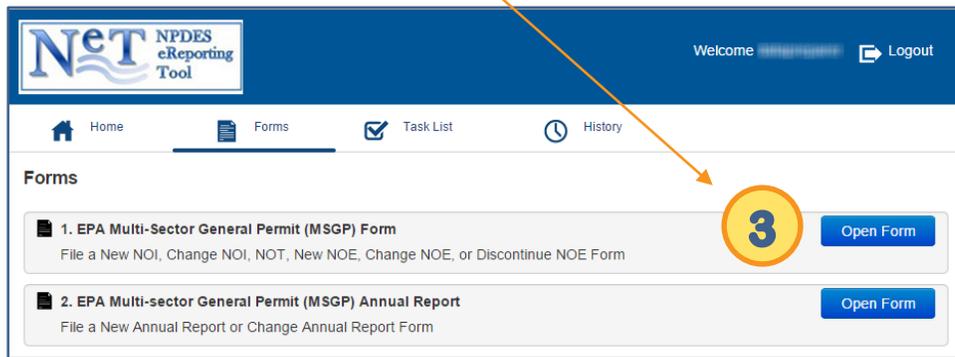
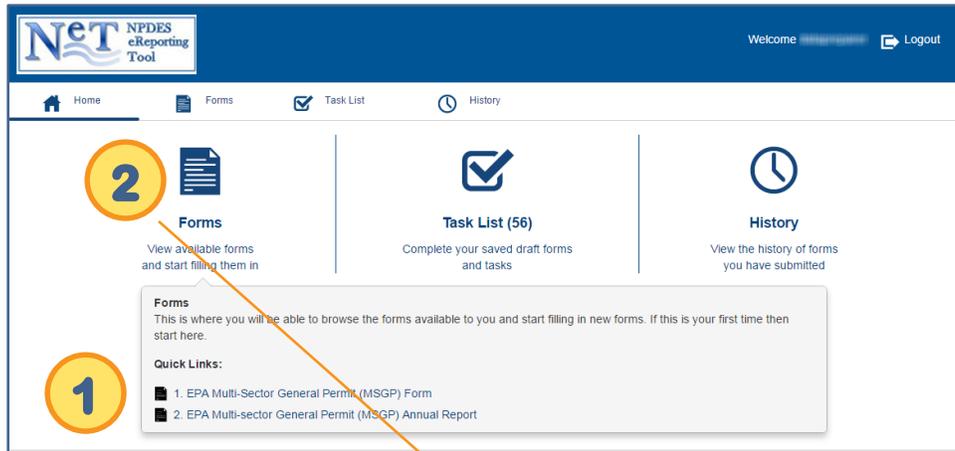
1. After logging in to CDX, click on your role to open up the NPDES eReporting tool (NeT).
2. In the NeT portal, there are three main areas: Forms, Task List, and History. Each of these areas can be accessed via the text headers at the top or the icons in the middle of the screen.
3. If you hover your mouse over an icon, a *Quick Links* list will be displayed. You can click on an item from the list or click on the icon to access a list page with more details.



## To work on a new MSGP form (i.e., Notice of Intent (NOI), Annual Report, No Exposure Certification (NOE), or Notice of Termination (NOT)):

Open forms using either the *Quick Links* list (Step 1) or the *Forms* option (Steps 2-3).

1. Click on a form title in the *Quick Links* list to select and begin working with a specific form.
2. Click on *Forms* to display a list of forms.
3. Click on *Open Form* to access a specific form.

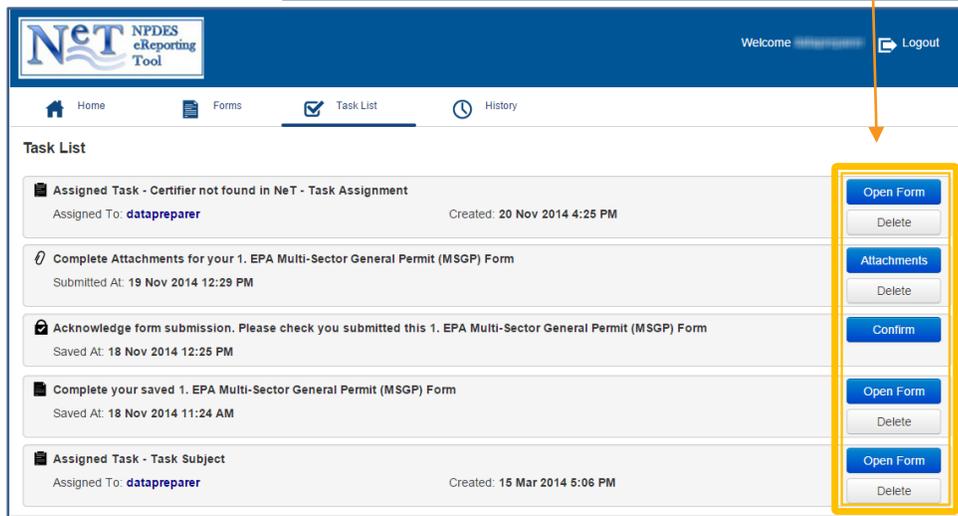
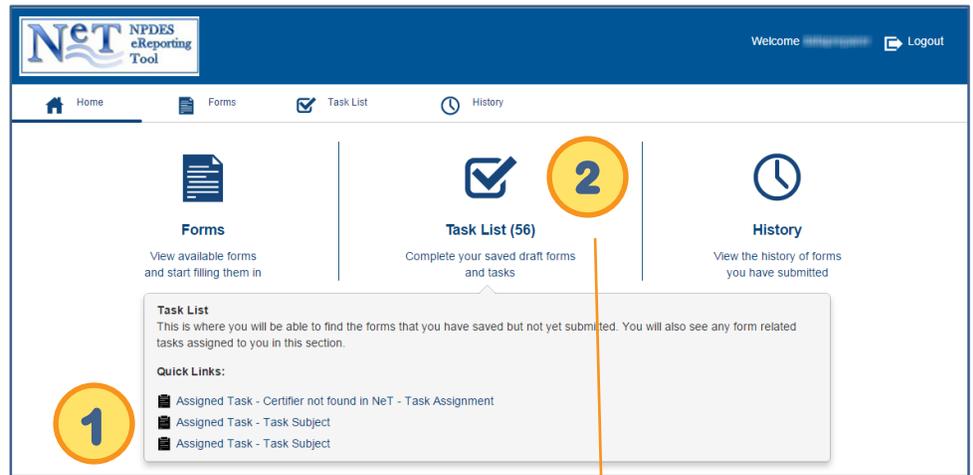


## To work on a form that is already within your Task List in NeT:

Use either the *Quick Links* list (Step 1) or the *Task List* option (Step 2).

1. Click on a task in the *Quick Links* list to select and begin working with a form-related task.
2. Click on *Task List* to display a list of forms or form-related tasks:
  - Click on *Open Form* to open and complete an existing form
  - Click on *Attachments* to upload files for submission with a form
  - Click on *Delete* to delete a form
  - Click on *Confirm* to acknowledge a form submission

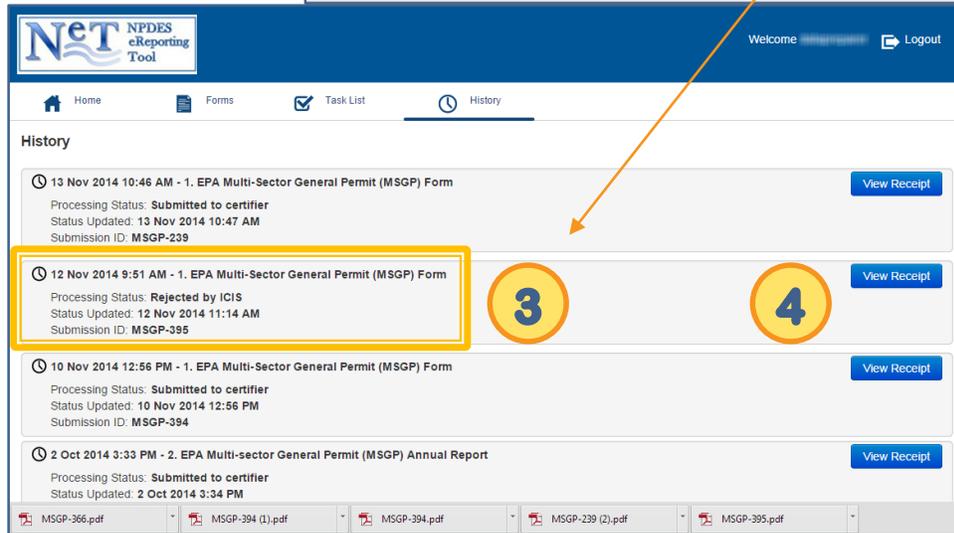
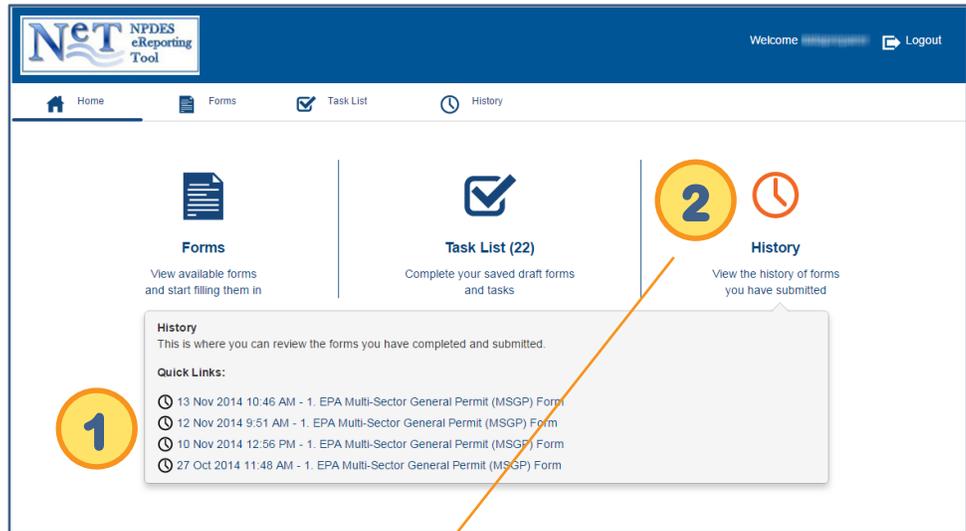
**TIP:** If while working in NeT, you time-out of a partially completed form due to extended inactivity, a task will be created in your Task List.



## To retrieve the History of submitted forms

Copies of forms can be downloaded using the *Quick Links* list (Step 1) or *History* option (Steps 2-4).

1. Click on a form title in the *Quick Links* list to download a .pdf copy of the submitted form.
2. Click on *History* to display a list of forms that have already been submitted.
3. Review the submission status details for each specific form.
4. Click on *View Receipt* to download a .pdf copy of the submitted form.



## Create New Notice of Intent (NOI)

1. From the NeT portal page, open the **EPA MSGP** form and select **File a New Notice of Intent Form** from the Action drop-down list.
2. Answer questions to complete the smart form. As you complete the form, you will be prompted to answer additional questions.

**EPA** UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

Note: This is a "smart form"; as you fill out the form, additional questions will appear that you will need to answer.

Permit Information

1. What action would you like to take? \*

- File a New Notice of Intent Form
- Change an Existing Notice of Intent Form (e.g. Make changes to Facility information, Discharge information, Monitoring requirements, etc.)
- Terminate Permit Coverage
- File a New No Exposure Certification for Exclusion from Permit Form
- Change an Existing No Exposure Certification for Exclusion from Permit Form
- Discontinue an Existing No Exposure Certification for Exclusion from Permit Form

Save to NeT To save a partially completed form for completion at a later date from a different computer, click the 'Save to NeT' button. Clicking this button will cause you to exit the form. You can then logon to NeT with your username and password at any time to complete this transaction.

20141007 - EPA Multi-Sector General Permit (MSGP) Form Page 1 of 1

Permit Information

1. What action would you like to take? \*

File a New Notice of Intent Form

Submission of this Notice of Intent (NOI) constitutes notice that the operator identified in the Facility Operator Information section of this form requests authorization to discharge pursuant to the NPDES Stormwater Multi-Sector General Permit (MSGP) permit number identified in the Permit Information section of this form. Submission of this NOI also constitutes notice that the operator identified in the Facility Operator Information section of this form meets the eligibility conditions of Part 1.1 of the MSGP for the facility identified in the Facility Information section of this form. To obtain authorization, you must submit a complete and accurate NOI form. Discharges are not authorized if your NOI is incomplete or inaccurate or if you were never eligible for permit coverage.

Operator Name (Organization Name)

Operator Name as Noted by the NOI Preparer

2. Select the state/territory where your facility is located? \* 3. Is your facility located on Indian Country lands? \* 3a. Select the Indian Country lands \*

Arizona  Yes  No Navajo Reservation Lands

4. Are you requesting coverage as a "federal operator" as defined in Appendix A? \*  Yes  No

5. Are you a new discharger or a new source as defined in Appendix A? \*  Yes  No

6. Do you directly discharge to any of the waters of the U.S. that are designated by the state or tribal authority under its antidegradation policy as a Tier 3 water (Outstanding Natural Resource Water) (See Appendix L)? Your project will be considered to discharge to a Tier 3 water if the first water of the US to which you discharge is identified by a state, tribe, or EPA as a Tier 3 water. For discharges that enter a storm sewer system prior to discharge, the first water of the US to which you discharge is the waterbody that receives the stormwater discharge from the storm sewer system. \*  Yes  No

7. Does your facility directly discharge to a Federal CERCLA site listed in Appendix P? For the purposes of this permit, a permittee discharges to a Federal CERCLA site if the discharge flows directly into the site through its own conveyance, or through a conveyance owned by others, such as a municipal separate storm sewer system. \*  Yes  No

8. Has the Stormwater Pollution Prevention Plan (SWPPP) been prepared in advance of filing this NOI, as required? \*  Yes  No

9. By indicating "Yes", I confirm that I understand that the MSGP only authorizes the allowable stormwater discharges in Part 1.1.2 and the allowable non-stormwater discharges in Part 1.1.3. Any discharges not expressly authorized under the MSGP are not covered by the MSGP and they cannot become authorized by disclosure to EPA and/or a state via this Notice of Intent to be covered by the permit or by any other means (e.g., in the Stormwater Pollution Prevention Plan or during an inspection). If any discharges requiring NPDES permit coverage other than the allowable stormwater and non-stormwater discharges listed in Parts 1.1.2 and 1.1.3 will be discharged, they must be covered under another NPDES permit. \*

Yes  No

## Create New Notice of Intent (NOI) (continued)

- Click on the toggle arrows to expand different areas of the NOI form. If you are a Preparer and are ready to submit the form to be certified, [Click Here \(P. 22\)](#). If you are a Certifier and are ready to submit the form to EPA, [Click Here \(P. 23\)](#).
- To save and exit a partially completed form, click on **Save to NeT**. Wait for a message to appear indicating that the form has been saved.
- Click on **Open Now** to open the form again or enter your email address and click on **Send Now** to send the form link to your email address. (This form can be accessed and completed at a later time. See page 18 for details). You can also click on **Home** to complete a new form or log out of CDX.

10. Master Permit Number  
AZR051000

A: Facility Operator Information

B: Facility Information

C: Discharge Information

D: Stormwater Pollution Prevention Plan (SWPPP) Information

E: Endangered Species Protection

F: Historic Preservation

Certification Information

Certifier E-Mail \*  
e\_certifier@yahoo.com

Confirm Certifier: e\_certifier@yahoo.com \*

**Submit Now** When you have completed this form, click this button to submit the form for processing. You will then be provided with further instructions should you have to provide supporting documentation.

**Save to NeT** To save a partially completed form for completion at a later date from a different computer, click the 'Save to NeT' button. Clicking this button will cause you to exit the form. You can then logon to NeT with your username and password at any time to complete this transaction.

4

3

**NeT NPDES eReporting Tool**

Home Forms Task List History

**1. EPA Multi-Sector General Permit (MSGP) Form**

**Form Saved**  
Your form has been saved online.

**From Here**

Open your saved 1. EPA Multi-Sector General Permit (MSGP) Form **OR** Send yourself an email with a link to your saved form

Your Email Address  
datapreparer@yahoo.com

**Open Now** **Send Now**

5



## Preparer: Submit Form to a Certifier

1. Type in the Certifier's email address. Click on the check box to confirm the Certifier's email address.

**Note:** The Certifier must be a person associated with the organization that is authorized, pursuant to EPA's regulations, to sign the form. The Certifier must already have a CDX account registered with the "Certifier" role.

2. Click on **Submit Now** to submit the completed form to the Certifier. The form will not be submitted to EPA until a Certifier has electronically signed and submitted the form. The Certifier will receive an email notifying them to log in to NeT-MSGP to review, sign, and submit the form.

**Note:** The Certifier must next certify (i.e., digitally sign) the form in order for it to be submitted to EPA for review. [Click Here \(P. 23\)](#) for instructions for the Certifier.

The screenshot shows a web form titled "Certification Information". It contains a text input field for "Certifier E-Mail" with the value "e\_certifier@yahoo.com" and a checked checkbox labeled "Confirm Certifier: e\_certifier@yahoo.com". Below the form are two buttons: "Submit Now" and "Save to NeT".

**1** points to the "Certifier E-Mail" input field.

**2** points to the "Submit Now" button.

<b>Submit Now</b>	When you have completed this form, click this button to submit the form for processing. You will then be provided with further instructions should you have to provide supporting documentation.
<b>Save to NeT</b>	To save a partially completed form for completion at a later date from a different computer, click the 'Save to NeT' button. Clicking this button will cause you to exit the form. You can then logon to NeT with your username and password at any time to complete this transaction.

## Certifier: Certify Form

1. If you are preparing a form, your Certification section will look different from a Preparer's form. Read the Certification statement and click on **Submit Now**. Skip to the next page.
2. If a Preparer has routed a form to you for certification, you will need to select an Operator Name (Organization Name) from the drop-down list at the top of the form.
3. Go to the Certification section of the form to select an action and click on **Submit Now**.

**Certification Information**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. 40 CFR 122.22(d)

Submit Now

When you have completed this form, click this button to submit the form for processing. You will then be provided with further instructions should you have to provide supporting documentation.

Save to NeT

To save a partially completed form for completion at a later date from a different computer, click the 'Save to NeT' button. Clicking this button will cause you to exit the form. You can then logon to NeT with your username and password at any time to complete this transaction.

1

**Permit Information**

1. What action would you like to take? \*

File a New Notice of Intent Form

Submission of this Notice of Intent (NOI) constitutes notice that the operator identified in the Facility Operator Information section of this form requests authorization to discharge pursuant to the NPDES Stormwater Multi-Sector General Permit (MSGP) permit number identified in the Permit Information section of this form. Submission of this NOI also constitutes notice that the operator identified in the Facility Operator Information section of this form meets the eligibility conditions of Part 1.1 of the MSGP for the facility identified in the Facility Information section of this form. To obtain authorization, you must submit a complete and accurate NOI form. Discharges are not authorized if your NOI is incomplete or inaccurate or if you were never eligible for permit coverage.

Operator Name (Organization Name) \*

2

**Certification Information**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. 40 CFR 122.22(d)

Certifier E-Mail \*

Form Action \*

1

Approve

Reject

Submit Now

When you have completed this form, click this button to submit the form for processing. You will then be provided with further instructions should you have to provide supporting documentation, make payment or send a signed copy of the receipt.

Save to NeT

To save a partially completed form for completion at a later date from a different computer, click the 'Save to Transaction Manager' button. You can then logon to Transaction Manager with your username and password at any time to complete this transaction.

3



## Add an Attachment

1. After you click on **Submit Now**, you will be prompted to add attachments (not applicable to MSGP Annual Report). Upload related file attachments, if applicable, and click on **Save**. Click on **Attachments Completed**. (Certifiers will be taken to the Digital Signature screen at this point. See next page.)
2. A confirmation screen will appear. Click on **Download Now** to download a .pdf copy of the form to your computer. Or, enter your email address and click on **Send Now** to receive a .pdf copy of the form. You can also click on *Home* to complete a new form or log out of CDX.
3. Click on **View your form submission history** to retrieve a history of submitted forms.

**Net NPDES eReporting Tool**

### Submission Attachments

**Instructions**  
To complete your form submission, follow the instructions below and then click on Attachments Completed.

**Optional Attachments**  
These attachments are optional but you may wish to add them to your submission.

**Other optional attachments**  
File type(s): .txt, .csv, .doc, .docx, .xls, .xlsx, .zip, .pdf, .jpg  
Maximum file size: 19 MB

Attachment Name	Description
FINAL .pdf	<input type="text" value="Screenshot"/>

**1**

Total size: 0 KB  
Total number of attachments: 0

**Net NPDES eReporting Tool**

Home Forms Task List History

### 1. EPA Multi-Sector General Permit (MSGP) Form

**Thank you**  
Your form has been submitted for processing.

Submission ID: **MSGP-432**  
(This number can be used to help track your form's progress)  
Completed: 3:25 PM, Monday 17 November 2014

**From Here**

**2** OR

Send yourself an email with a PDF copy to your form  
Your Email Address

**3**

## Certifier: Signing Ceremony

1. When the CDX Signature page appears, click on Sign. Then click on OK.
2. Enter your CDX password, answer the secret question and click on Sign.

**NeT NPDES eReporting Tool**

### CDX Signature Instructions

Please complete the CDX Signing process.  
Use the "Sign" button to populate the fields, then use the "Signing Complete" button.  
Click here if you would like to save a copy of the signable package.

CDX Activity ID \*  
File Document Id  
File Name  
File Type  
File Submission Date

**Sign** Cancel Submission Return to Form

The page at https://sfmtest.egovservices.net:9080 says: x

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. 40 CFR 122.22(d)

**1** OK Cancel

**NeT NPDES eReporting Tool**

### eSignature Signing Page

**1. Login into CDX**

User: [text]  
Password: [password]

Welcome [text]

**2. Answer Secret Question**

Question: What is your favorite book?  
Answer: [text]

Correct Answer

**3. Sign File**

**2** Sign Cancel

## Certifier: Signing Ceremony (continued)

3. Wait for the message to appear indicating that the form has been submitted. Click on Signing Complete.



The screenshot shows the 'CDX Signature Instructions' page in the NeT NPDES eReporting Tool. The page has a blue header with the NeT logo and 'NPDES eReporting Tool'. Below the header, the title 'CDX Signature' is followed by 'Instructions'. The instructions text reads: 'Please complete the CDX Signing process. Use the "Sign" button to populate the fields, then use the "Signing Complete" button. Click here if you would like to save a copy of the signable package.' Below the text are several input fields: 'CDX Activity ID \*' with value '\_4541cab9-3a63-4162-950d-76...', 'File Document Id' with value '560ed624-82d0-4861-9e00-a4e...', 'File Name' with value 'Submission-Package-f2e6f7869c', 'File Type' with value 'application/x-gzip', and 'File Submission Date' with value 'Fri Nov 21 10:40:18 EST 2014'. At the bottom, there is a yellow circle with the number '3', a blue 'Signing Complete' button, a grey 'Cancel Submission' button, and a grey 'Return to Form' button.

**TIP:** If your submission is rejected by the Federal database, which can occur for various reasons, such as discrepancies with Benchmark Limit Set dates, Monitoring dates, or attempts to make multiple changes to an existing NOI on the same day, an email notification is sent along with a log file identifying the rejected elements. Contact the helpdesk at [noi@avanticorporation.com](mailto:noi@avanticorporation.com) or (866) 352-7755 between 8:00 am – 5:00 pm (EST) for assistance with rejected submissions.

## Change Existing NOI (in order to update information on an already submitted NOI form, including changes to your monitoring schedule)

**TIP:** The following changes to your monitoring schedule are required to be reported to EPA by submitting a “Change NOI” form using the NeT–MSGP system. Reporting these changes in NeT–MSGP will trigger changes to your DMR form in NetDMR:

- For all parameters, benchmark monitoring is no longer required
- For all parameters, impaired waters monitoring is no longer required
- 30-day follow-up monitoring is required because of a numeric effluent limit exceedance
- For Sector G only: Discharges from waste rock and overburden piles have exceeded benchmark values

For other benchmark monitoring schedule changes (e.g., you have fulfilled benchmark monitoring requirements for some, but not all parameters), or if there are any errors with the parameters and monitoring frequency on your DMR form, please contact [noi@avanticorporation.com](mailto:noi@avanticorporation.com) or call (866) 352-7755 between 8:00 am – 5:00 pm (EST) to request changes to your DMR form.

1. From the NeT portal page, open the **EPA MSGP** form and select Change an Existing Notice of Intent Form from the Action drop-down list.
2. Enter the NPDES ID (i.e., the tracking number assigned to your NOI for MSGP coverage) and click on Submit.

**TIP:** If there is a new operator, that operator must file a new Notice of Intent for coverage under the permit. If the original operator is no longer associated with the facility, then they are required to terminate permit coverage through submittal of a Notice of Termination (NOT).

## Change Existing NOI (in order to update information on an already submitted NOI form, including changes to your monitoring schedule) (continued)

3. Select the type of changes or updates you need to make to your existing NOI, and then make the needed updates.
4. When you are ready to submit your form, [Click Here \(P. 22\)](#) (Preparer) or [Click Here \(P. 23\)](#) (Certifier) to go back to the submission instructions.

3

1. Facility Operator Info (only for typographical errors or re-naming without change of ownership), Facility Name/Address, Other Permit Number, SWPPP Information, Estimated Area of Industrial Activity, MS4 Discharge, or Historic Preservation Criterion

2. Please indicate if any of the below monitoring changes applies to your facility. Reporting any of the below changes to your monitoring requirements will trigger changes to your monitoring requirements in EPA's NetDMR system (e.g., if you report below that you are no longer subject to benchmark monitoring for all parameters, your NetDMR form will no longer be prepopulated with your benchmark monitoring requirements).

\* Note that if you have changes to your monitoring requirements that are not described below, you must contact your Regional permitting authority who will be able to change your monitoring requirements in NetDMR.

Options C and D are mutually exclusive and cannot be selected together or with any other option. Additionally, options A and E cannot be selected together. If you need to submit Facility Monitoring Changes that cannot be selected together, please contact your EPA Regional permitting authority.

Provide the effective date for this change \*

28 Jan 2015

(A) I am no longer subject to monitoring for all benchmark parameters, or, for all benchmark parameters, I have made a finding that no further pollutant reductions are technologically available and economically practicable and achievable in light of best industry practice. Please select the specific benchmark monitoring change below that applies to your facility (only one option may be selected).

\* Note that you may only check this box if one of the below options applies to all of your benchmark monitoring parameters. For example, if you have not fulfilled monitoring requirements for all benchmark parameters, you may not select from the below change options, and must continue to report monitoring results through EPA's NetDMR system (and for any benchmark parameters that have been fulfilled, you must submit a No Discharge (NOD) code in NetDMR).

(B) I am no longer subject to monitoring requirements under Part 6.2.4.2 for discharges to impaired waters without an EPA-approved or established Total Maximum Daily Load (TMDL). Please select the specific impaired waters monitoring change below that applies to your facility (only one option may be selected).

\* Note that you may only check this box if you have met the requirements to discontinue monitoring requirements for discharges to impaired waters without an EPA-approved or established TMDL for all required parameters in all impaired waters. If you are required to continue monitoring for any parameters for discharges to impaired waters without an EPA-approved or established TMDL, you may not select from the below change options, and must continue to report monitoring results through EPA's NetDMR system (and for any impaired waters parameters that have been fulfilled, you must submit a No Discharge (NOD) code).

(C) I am no longer subject to benchmark or impaired waters monitoring because my facility is inactive and unstaffed and there are no industrial materials or activities exposed to stormwater.

(D) I am now subject to benchmark and/or impaired waters monitoring because my facility has become active and staffed.

(E) Sector G2 – Discharges from waste rock and overburden piles have exceeded benchmark values.

(F) Numeric Effluent Limit Guideline Monitoring. Select if either of the following have occurred (only one may be selected):

3. Discharge Information, SIC Code/Activity Code, Sectors/Subsectors, Outfall information

4. Endangered Species Criterion

**TIP:** The form will gray out any change options that cannot be selected and submitted together. For example, change option 2A (Benchmark Monitoring) cannot be selected in combination with change option 2E (Sector G2 changes) and the form will not allow it.

**Alert:** If performing a change option 3 (Discharge Information), this change should only be done **after** the NOI is active.

**TIP:** If both Facility Monitoring (2) and Sector and Discharge (3) changes are necessary, for a successful transaction first submit the Sector and Discharge (3) change, then **the following day** submit the Facility Monitoring (2) change.

**Alert:** For changes to Benchmark monitoring, the date entered in the "Provide the effective date for this change" field should be a date after monitoring has started.

## File New Annual Report

**Tip:** All permitted facilities are required to submit an Annual Report by January 30<sup>th</sup> for each year of permit coverage. The annual report summarizes information from the past calendar year, including inspection findings and corrective actions taken.

1. From the NeT portal page, open the **EPA MSGP Annual Report** form and select **New Industrial Stormwater Annual Report** from the Action drop-down list.
2. Enter the NPDES ID (i.e., the tracking number assigned to your NOI for MSGP coverage) and click on **Submit**. Click on the check box to confirm the NPDES ID.
3. Enter annual report information. When you are ready to submit your form, [Click Here \(P. 22\)](#) (Preparer) or [Click Here \(P. 23\)](#) (Certifier) to go back to the submission instructions.

**Note:** Your Annual Report form will not be submitted to EPA until it is signed by the Certifier or Duly Authorized Representative of the Certifier for your facility.

## Change Annual Report (if you need to make changes to an already-submitted Annual Report form)

1. From the NeT portal page, open the **EPA MSGP Annual Report** form and select **Change Industrial Stormwater Annual Report** from the Action drop-down list.
2. Enter the NPDES ID and click on **Submit**. Click on the check box to confirm the NPDES ID.
3. Make the necessary changes to your annual report. When you are ready to submit your form, [Click Here \(P. 22\)](#) (Preparer) or [Click Here \(P. 23\)](#) (Certifier) to go back to the submission instructions.



**ANNUAL REPORT FOR STORMWATER DISCHARGES ASSOCIATED WITH INDUSTRIAL ACTIVITY UNDER AN NPDES GENERAL PERMIT**  
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, DC 20460

Permit Information (\* indicates form required data)

What action would you like to take? \*

Change Industrial Stormwater Annual Report 1

Enter the NPDES ID corresponding to the facility for which you would like to submit an Annual Report and click the Submit button.

NPDES ID \*

Confirm NPDES ID: 12345678901234567890 \*

Industrial Stormwater Annual Report Received Date (most current version)

02 Oct 2014

---

Facility Information

Facility Name  
Acme Gravel

Street  
dsafg

Supplemental address  
sdfgs

City  
sdfgsfd

State  
Colorado

Zip Code  
22222

First Name  
asfddsa

Middle Name

Last Name  
adsfa

Telephone Number  
1112223333

Summary of past year's inspections, assessments, and corrective actions

1. Provide a summary of your past year's routine facility inspection documentation (see Part 3.2 of the permit). In addition, if you are an operator of an airport facility (Sector S) that is subject to the airport effluent limitations guidelines, and are complying with the MSGP Part 8.5.8.1 effluent limitation through the use of non-urea-containing deicers, provide a statement certifying that you do not use airfield pavement deicers containing urea (e.g., "I certify that [name of airport] is in compliance with the effluent limitation guideline for airfield pavement deicing by not using airfield pavement deicers that contain urea."). (Note: Operators of airport facilities that are complying with Part 8.5.8.1 by meeting the numeric effluent limitation for ammonia do not need to include this statement.) \*

Previously entered information from your most recently submitted Annual Report.

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2. Provide a summary of your past year's quarterly visual assessment documentation (see Part 3.3.2 of the permit) \*

Previously entered information from your most recently submitted Annual Report.

---

3. For any four-sample (minimum) average benchmark monitoring exceedance, if after reviewing the selection, design, installation and implementation of your control measures and considering whether any modifications are necessary to meet the effluent limits in the permit, you determine that no further pollutant reductions are technologically available and economically practicable and achievable in light of best industry practice, provide your rationale for why you believe no further reductions are achievable (see Part 6.2.1.2 of the permit). \*

Previously entered information from your most recently submitted Annual Report.

---

4. Provide a summary of your past year's corrective action documentation (See Part 4.3 of the permit). (Note: If corrective action is not yet completed at the time of submission of this annual report, you must describe the status of any outstanding corrective action(s).) Also describe any incidents of noncompliance in the past year or currently ongoing, or if none, provide a statement that you are in compliance with the permit. \*

Previously entered information from your most recently submitted Annual Report.

## Terminate Permit Coverage (NOT)

1. From the NeT portal page, open the **EPA MSGP** form and select Terminate Permit Coverage from the Action drop-down list.
2. Enter the NPDES ID (i.e., the tracking number assigned to your NOI for MSGP coverage) and click on **Lookup Facility Information**. Click on the check box to confirm the NPDES ID.
3. Select a reason for termination from the drop-down list. When you are ready to submit your form, [Click Here \(P. 22\)](#) (Preparer) or [Click Here \(P. 23\)](#) (Certifier) to go back to the submission instructions.

**EPA** UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

Note: This is a "smart form", as you fill out the form, additional questions will appear that you will need to answer.

**Permit Information**

1. What action would you like to take? \*

Terminate Permit Coverage

Submission of this Notice of Termination (NOT) constitutes notice that the operator identified in the Facility Operator section of the form is no longer permitted to discharge stormwater associated with industrial activity under the NPDES program for the facility identified in the Facility Information of this form. All necessary information must be included on this form.

Operator Name (Organization Name)

Operator Name as Noted by the NOI Preparer

Provide the existing NPDES ID for the permit that you would like to terminate and click the Lookup Facility Information button.

2. NPDES ID \*

Lookup Facility Information

Confirm NPDES ID: cor05f547 \*

Facility Name

Acme Gravel

Street

dsafg

Supplemental address

sdfgs

City

sdfgsfd

State

Colorado

Zip Code

22222

3. Reason for Termination

1. A new owner or operator has taken over responsibility for the facility.

2. You have ceased operations at the facility, there are not or no longer will be discharges of stormwater associated with industrial activity from the facility, and you have already implemented necessary sediment control measures.

3. You are a Sector G, H, or J facility and you have met the applicable termination requirements.

4. You obtained coverage under an individual or alternative general permit for all discharges required to be covered by an NPDES permit.

Certifier E-Mail \*

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**TIP:** Permitted facilities who become eligible for a no exposure exclusion must file a Notice of Termination first.

## Create New No Exposure Certification for Exclusion (NOE)

1. From the NeT portal page, open the **EPA MSGP** form and select **File a New No Exposure Certification for Exclusion from Permit Form** from the Action drop-down list.
2. Answer questions to complete the smart form. As you complete the form, you will be prompted to answer additional questions.
3. Click on the toggle arrows to expand different areas of the NOE form. When you are ready to submit your form, [Click Here \(P. 22\)](#) (Preparer) or [Click Here \(P. 23\)](#) (Certifier) to go back to the submission instructions.

**TIP:** Permitted facilities who become eligible for a no exposure exclusion must file a Notice of Termination first.



## Change Existing NOE (if necessary to reflect changes to the facility)

1. From the NeT portal page, open the **EPA MSGP** form and select Change an Existing No Exposure Certification for Exclusion from Permit Form from the Action drop-down list.
2. Enter the NPDES ID and click on Submit to retrieve previously submitted information. When you are ready to submit your form, [Click Here \(P. 22\)](#) (Preparer) or [Click Here \(P. 23\)](#) (Certifier) to go back to the submission instructions.

**Note:** If you are no longer eligible for the No Exposure Certification for Exclusion from Permit, you must file a NOI for coverage under the MSGP.


UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

Note: This is a "smart form"; as you fill out the form, additional questions will appear that you will need to answer.

**Permit Information**

1. What action would you like to take? \*

Change an Existing No Exposure Certification for Exclusion from Permit Form

File a New Notice of Intent Form  
 Change an Existing Notice of Intent Form (e.g. Make changes to Facility information, Discharge information, Monitoring requirements, etc.)  
 Terminate Permit Coverage  
 File a New No Exposure Certification for Exclusion from Permit Form  
 Change an Existing No Exposure Certification for Exclusion from Permit Form  
 Discontinue an Existing No Exposure Certification for Exclusion from Permit Form

requires a permit authorization under EPA's Stormwater Multi-Phase Permitting Program. This form is required for the continuation of this form due to the existence of a condition of no exposure.

prevent exposure to rain, snow, snowmelt, and/or runoff. This form is required for the continuation of this form due to the existence of a condition of no exposure.

intermediate products, by-products, final products, or waste products; material handling activities; storage; loading and unloading; transportation; or conveyance of any raw material, intermediate product, final product or waste product. A storm resistant shelter is not required for the following industrial materials and activities:

- drums, barrels, tanks, and similar containers that are tightly sealed, provided those containers are not deteriorated and do not leak. "Sealed" means banded or otherwise secured and without operational taps or valves;
- adequately maintained vehicles used in material handling; and
- final products, other than products that would be mobilized in stormwater discharges (e.g., rock salt).

A No Exposure Certification must be provided for each facility qualifying for the no exposure exclusion. In addition, the exclusion from NPDES permitting is available on a facility-wide basis only, not for individual outfalls. If any industrial activities or materials are or will be exposed to precipitation, the facility is not eligible for the no exposure exclusion.

By signing and submitting this No Exposure Certification form, the operator in the Facility Operator Information section is certifying that a condition of no exposure exists at its facility or site, and is obligated to comply with the terms and conditions of 40 CFR 122.26(g).

Note that if your facility no longer qualifies for the No Exposure Certification because permit coverage is required for exposed industrial materials or activities, you must discontinue your NOE and file for coverage under the Multi-Sector General Permit or an individual permit.

Operator Name (Organization Name)

Operator Name as Noted by the NOI Preparer

Provide the existing NPDES ID for the No Exposure Certification that you would like to update and click the Submit button.

2. NPDES ID \*

Confirm NPDES ID:



## Discontinue NOE

1. From the NeT portal page, open the **EPA MSGP** form and select Discontinue an Existing No Exposure Certification for Exclusion from Permit Form from the Action drop-down list.
2. Enter the NPDES ID and click on **Lookup Facility Information**. Click on the check box to confirm the NPDES ID. When you are ready to submit your form, [Click Here \(P. 22\)](#) (Preparer) or [Click Here \(P. 23\)](#) (Certifier) to go back to the submission instructions.

**Note:** If you are no longer eligible for the No Exposure Certification for Exclusion from Permit, you must file a NOI for coverage under the MSGP.

**EPA** UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

Note: This is a "smart form"; as you fill out the form, additional questions will appear that you will need to answer.

Permit Information

1. What action would you like to take? \*

Discontinue an Existing No Exposure Certification for Exclusion from Permit Form

Note: In order to discontinue your existing NOE form, you must have determined that the facility no longer qualifies for a no exposure exclusion from stormwater permitting because either

1. you cannot or will not be able to certify to a condition of no exposure on a facility-wide basis, in which case a New NOI is required; or
2. you have determined that you do not or will no longer operate a stormwater discharge associated with industrial activity and NPDES stormwater permitting is not required.

Operator Name (Organization Name)

Operator Name as Noted by the NOI Preparer

Provide the existing NPDES ID for the No Exposure Certification that you would like to discontinue and click the Lookup Facility Information button.

2. NPDES ID \*

Lookup Facility Information

Confirm NPDES ID: CONOEF551 \*

Facility Name

Ace Builders

Street

jump street

Supplemental address

City: Bethesda State: Colorado Zip Code: 33344

## Check Internet Browser Version and Settings

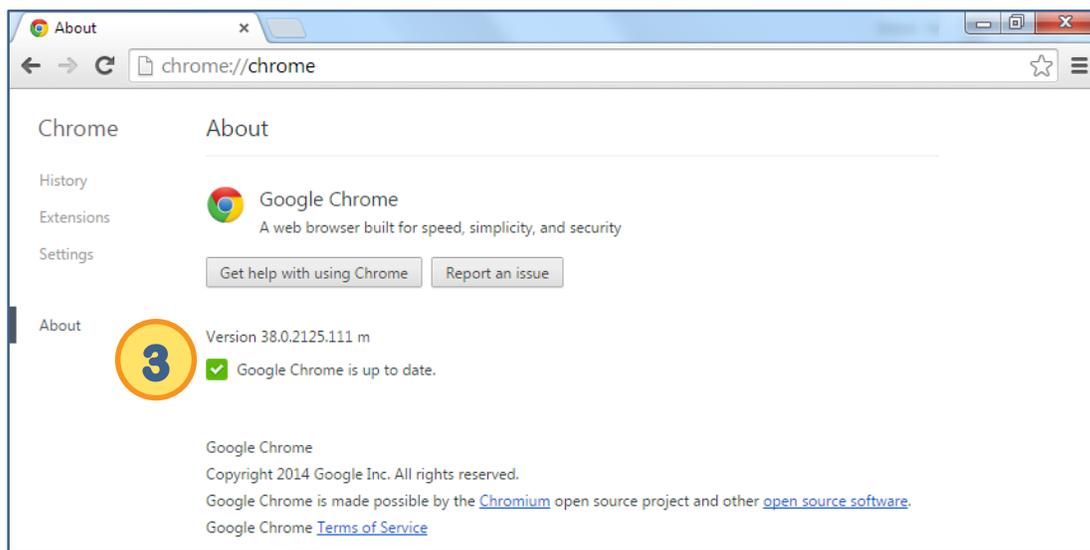
1. Review and confirm the Microsoft Internet Explorer 8 (or higher) browser settings on your computer.
2. Review and confirm the Mozilla Firefox 15 (or higher) browser settings on your computer.
3. Review and confirm the Google Chrome 22 (or higher) browser settings on your computer.

**TIP:** If you are using IE9 and are having display issues, try Compatibility Mode.

**TIP:** If you are using IE9 and are unable to submit forms, try the 32 bit version by going to C:/Program Files(x86)/Internet Explorer/iexplore.exe.

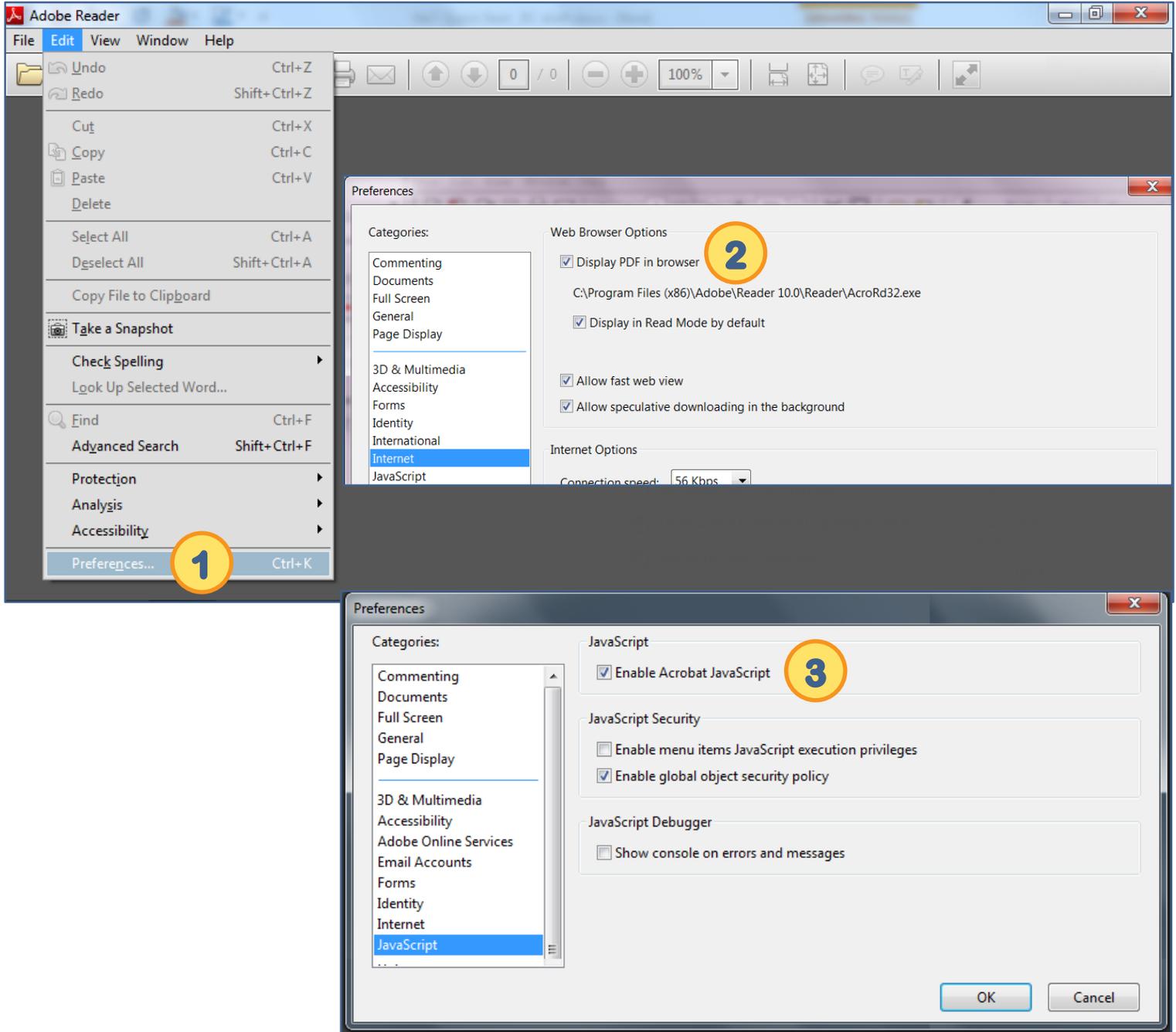


**TIP:** If you are using Firefox or Chrome and forms do not render in NeT, make sure these browsers' native PDF readers are disabled and that Adobe Reader is enabled.



## Verify Adobe Acrobat/Reader Installation and Settings

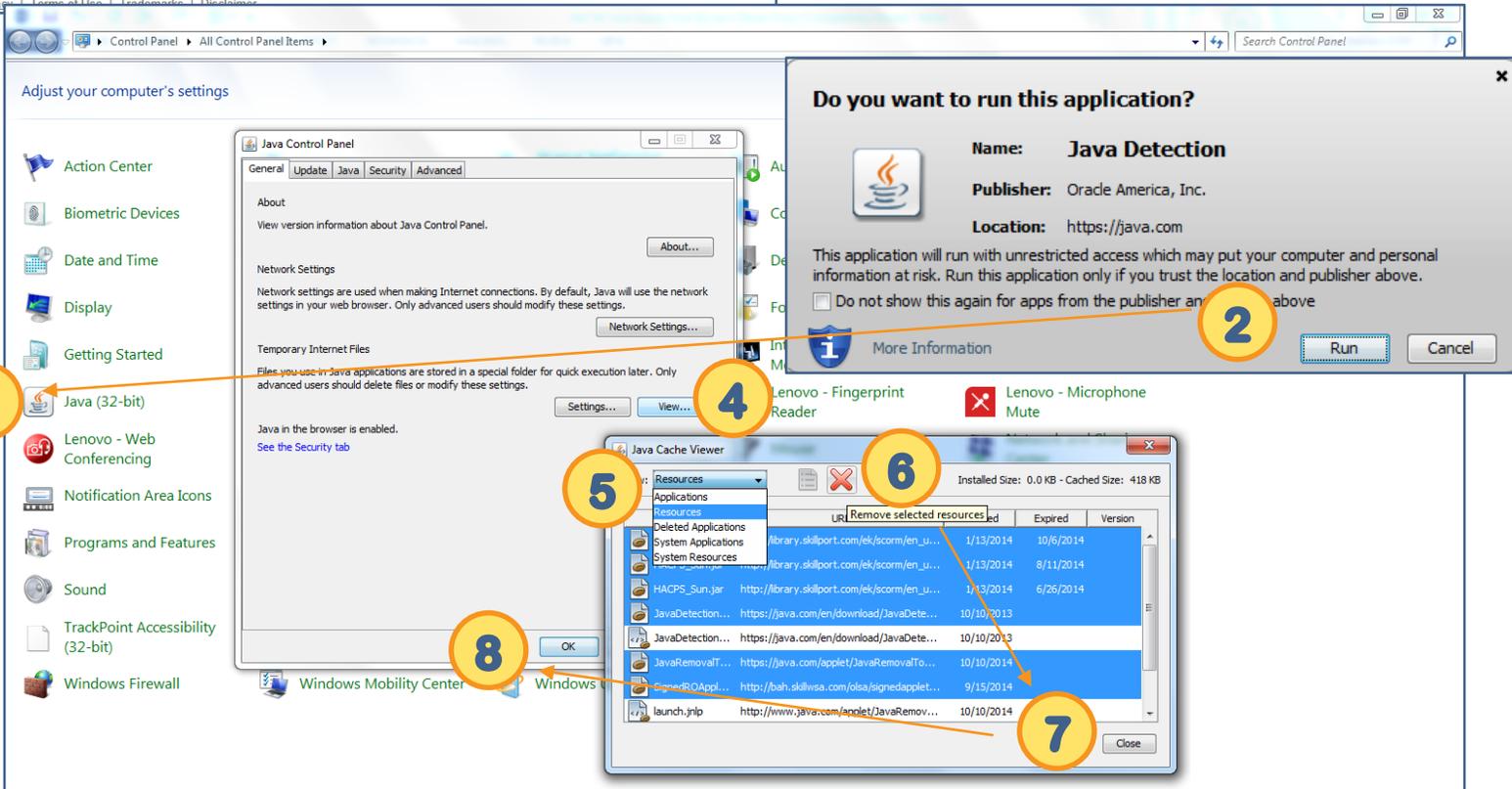
1. Confirm that Adobe Reader XI or higher is installed with Acrobat Javascript enabled and all web browser options enabled. (Click on <http://get.adobe.com/reader/> to install the latest version of Adobe Reader XI.) In Adobe Reader, click on Edit. Click on Preferences.
2. Click on the **Internet** category. Click on the **Display PDF in browser** option.
3. Click on the **JavaScript** category. Click on the **Enable Acrobat JavaScript** option.



## Review Java Settings

1. Confirm that Java version 6 update 35 or higher is installed. Click on <http://www.java.com/en/download/installed.jsp> and then click on **Verify Java version**.
2. Click on **Run**. (Click on <http://www.java.com/en/download/manual.jsp> to install the latest version of Java.)
3. Open the Control Panel and select the Java icon.
4. Click on **View...**
5. Select **Resources** from the drop-down list.
6. Select all **.jar** files. Click on the red X to clear the Java cache.
7. Click on **Close**.
8. Click on **OK**. Close all open browser windows.

**TIP:** If you find that drop-down lists are not working in NeT, check your Javascript settings.



## Help Resources

- For CDX Registration help, contact the CDX Help Desk at [HELPDESK@EPACDX.NET](mailto:HELPDESK@EPACDX.NET) or 888-890-1995 (970-494-5500 for Puerto Rico/Guam).
- For NeT form submissions and rejections, contact [noi@avanticorporation.com](mailto:noi@avanticorporation.com) or call 866-352-7755 between 8:00 am – 5:00 pm (EST).
- For permit requirements, contact your region at <http://www2.epa.gov/national-pollutant-discharge-elimination-system-npdes/stormwater-discharges-industrial-activities#ereporting>.